

Information Technology Advisory Board

AUGUST 27, 1997
MEETING MINUTES

ATTENDEES:

Lew Davison, Chairman	Joyce Backes	Jon Beck
Rich Beckwith	Mike Benzen	Matt Blotevogel
Karen Boeger	Carolyn Cook	Jan Grecian
Gina Hodge	Russell Helm	Rita Kerperin
Jim Latteman	Don Lloyd	Durk Merrell
Chris Mertens	Bill Mitchell	Rick Moore
John Mullen	Rex Peterson	Tom Robbins
Jim Roggero	Betty Rottmann	Cindi Rutherford
Dave Schroeder	David Schulte	Larry Seneker
Jim Simmons	Don Slinkard	Kevin Stock
Bruce Vieweg	Mike Wankum	Tony Wening
Gerry Wethington	Chris Wilkerson	Mary Willingham
Rise' Williamson		

The DP Managers were honored with a visit from Governor Carnahan at our meeting today.

Prior to the official start of the meeting, Governor Carnahan, accompanied by the members of the Consolidated Data Center Steering Committee, toured the Consolidated Data Center facility. Dan Steidley conducted the tour.

-

OPENING REMARKS

Lew Davison, Chairman, called the ITAB meeting to order at 8:45 a.m. on August 27, 1997 in Room 750 of the Truman Building. He welcomed Governor Carnahan and expressed his appreciation for joining the group today. He then invited the Governor to make a few comments to the group.

-

COMMENTS BY GOVERNOR CARNAHAN

The Governor expressed his appreciation for the invitation today and extended a personal thank you for accepting and following through with the major task of consolidation. He indicated this is one of the outstanding successes of implementing a COMAP recommendation. He further mentioned the ITAB is the best example of state agencies cooperating and working together for the common good of Missouri. The ITAB has agreed to common standards that enables the state to take advantage of combined purchasing power, resulted in the ability to share training, and

provides for a better exchange of information between agencies. In addition to this, there is a prediction that this will save the state several million dollars annually.

The Governor then recognized the DP managers of the consolidating agencies. He presented plaques to Gerry Wethington of the Highway Patrol, Dan Steidley of the Office of Administration, Don Slinkard of the Department of Labor and Industrial Relations, Joyce Backes, Department of Social Services, and Lew Davison, Department of Transportation. The ITAB meeting then was recessed briefly for a group photo with the Governor.

APPROVAL OF MINUTES

1. Approval of the July 23, 1997, Information Technology Advisory Board Meeting Minutes Lew asked for additions, deletions or corrections to the July 23, 1997 ITAB meeting minutes. Joyce Backes made a motion, seconded by Gerry Wethington, that the minutes be approved as written. The motion was unanimously approved.

ACTION REQUIRED: None.

-

GENERAL BUSINESS

1. CIO Update (Mike Benzen)

Mike did not present a report, but indicated he would cover items as they are discussed on the agenda.

ACTION REQUIRED: None - informational

2. Software Standard (Chris Wilkerson)

Chris reported he has the results of the June 13 meeting that were published and provided all ITAB members. Prior to this meeting, Chris mentioned he and Lew further discussed these and Lew is still interested in developing architectural standards rather than product standards. Lew offered to provide copies of architectural materials that he has to all ITAB members and offered to set up a meeting on September 25 to have Dean Meyer of N. Dean Meyer and Associates facilitate the group and talk about his philosophy on this issue. The group was in agreement with this offer and Lew will set up a location and make arrangements for the meeting.

ACTION REQUIRED: Lew will set up meeting September 25. He will also mail out information on architecture and arrange for Dean Meyer to facilitate the meeting.

3. Year 2000 (Cindi Rutherford)

Cindi reported she is still waiting on responses from several of the agencies relating to the request on the Year 2000 project. The bids were let and the Y2K tools are presently being installed in the State Data Center. They are working on scheduling the use of the tool, etc.

They will be available first to the agencies funded in the appropriations bill, and then to the others based on time and availability.

Training will begin soon. Coordinator meetings will begin in September and will be held the second Tuesday of each month thereafter.

Cindi also introduced Dave Schroeder who will be replacing her in the Office of Information Technology. Cindi has accepted the position of Information Director in the Office of the Secretary of State. Lew congratulated both Cindi and Dave on their new positions.

ACTION REQUIRED: None - informational.

4. Data Center Consolidation (Gerry Wethington)

Jerry reported consolidation is moving along. The Technical Group will be meeting again today. The move of the Department of Labor and Highway Patrol to the State Data Center is on target for the weekend of October 4-6. Some tape drives are being moved to the Data Center this week. The Steering Committee met twice in the past several weeks and have worked through the management control agreement between the Highway Patrol and State Data Center. The SLA is pretty much finalized and they are still working on the installation procedures and how they will be handled. A series of recommendations will be presented to the Data Center Steering Committee with respect to what the expectations are to the Data Center in terms of software that is singularly used by a customer or that is separate and apart from whatever the state standards are so it can be brought forward from the customer base rather than from the consolidation perspective. There will also be a small committee composed of Highway Patrol and State Data Center representatives that will draft recommendations about the facility to operate MULES. These recommendations will then go to the technical group and on to the Steering Committee. The Management Control agreement should be signed in a week to ten days and the SLA signed within the next month. There will be a number of SLAs and a template will be available to assist in preparation of these. The target for all consolidation is in early 98 and this should be met.

ACTION REQUIRED: None - informational.

5. Prime Vendor (Larry Seneker)

Mike reported:

1. We have been working with GE on execution problems. Some of the problems with GE Capital have been that they have purchased several different companies and are now trying to merge them all right now into one organization.

2. Last week a quality conference was held with GE Capital, OA Purchasing, state agencies representatives and IT staff. The group defined what the State wants, what are the products we want, what are the metrics we are going to use to measure what is happening, and start to bring to closure some of these mechanisms to really look at what we are doing. They had people in from Minneapolis, St. Louis and Kansas City. They were very cooperative. Gerry indicated the need to track from when an order is issued until it is filled and paid. They are presently adding new software that will assist in tracking these types of statistics. Mike asked the agencies to give him a call on problem areas. They are trying to track them down as they are occurring. He feels there has been a noticeable improvement. Several others indicated they were still experiencing problems. Mike asked them to contact him after the meeting.

Betty Rottman reported she will be ready to present statistics on their Help Desk service through Prime Vendor at the next meeting.

ACTION REQUIRED: Comments to Mike on problems with GE Capital. Add to next month's agenda that Betty Rottman will be making a presentation.

6. MAN Project Update (Gail Wekenborg)

Mike mentioned there was nothing further to report this month. Remove from agenda for future.

ACTION REQUIRED: None.

7. Personnel Committee (Joyce Backes)

Jim Simmons provided each attendee with a copy of the Recruiting Manual. It will be placed out on the Internet. It is a living document and can be modified and individual pages replaced.

Jim also mentioned information on candidates will be placed on the Internet. It will list resume information , i.e. education, courses taken, etc. but some information is being withheld for security reasons . This information would only be available to State agencies and not available to the general public. Information received at career fairs will be added to this database. The Committee is hopeful of having something in place by October 1.

A meeting is scheduled for the Personnel Committee on September 4 to review drafts from the Classification Subcommittee. Draft copies have been provided with the agenda. They will eventually come before the ITAB group.

There will be a meeting with the Information Technology Coalition tomorrow. They are presently working with KRCG-TV on a 2-3 minute video geared to high school students. Also they will be preparing several 30-second public service type announcements.

ACTION REQUIRED: None - Informational.

8. Information Technology Education Advisory Committee (Jim Roggero)

Jim Roggero reported attention is being centered on the consolidated education center. The Committee is working with OA on an internal facility for state government. He indicated this facility would complement the present training facilities. He also indicated we are not trying to compete with commercial facilities. The need for a facility is there. In the long term it will take a couple of years to obtain funding, etc.

He introduced Tom Robbins, Chairman of the Subcommittee working on the consolidated training facility. Tom distributed a copy of the Policy Subcommittee recommendations and indicated he would be available to answer any questions the Committee may have. He briefly explained the recommendations. The committee then indicated they would like more time to review. It will be on the agenda next month for discussion.

ACTION ITEM: Discuss Policy Subcommittee recommendations at the next ITAB meeting.

9. Internet/MOREnet (Bill Mitchell)

Bill Mitchell introduced Tony Wening who will be attending these meetings in place of David Finch. Tony will be serving as liaison between Morenet and state government. Dave Finch will be moving into network operations and security group.

Bill mentioned they are continuing the Internet training for state employees. It is being held in Columbia. A new schedule should be coming out shortly.

Bill mentioned they have been very busy implementing the Morenet 2 infrastructure which is running a little behind schedule. The first DS3 backbone link is up and running. They are hopeful of having all the pieces up and running by mid-September. Once completed the full DS3 backbone will be up. A DS3 out to the Internet leaves out of Kansas City, the others will be coming in over the next 30 days. They also have multiple vendors providing internet services to the state - both Sprint and AT&T. Internet Services will be providing the DS3 connections. They will have 4-5 connections or an aggregate of 220 megabits leaving the state of Missouri by October 1.

As a result of delays by the vendors, they have over 300 T1 waiting to be installed going to customer sites primarily going into higher education and schools and libraries. Over 300 school districts will have T1 access. Hopefully all the backlog should be cleared up by sometime in October.

They are also completely doing a complete revamp of their network management and operational tools. They are bringing in three large netview systems along with other additional tools. This should be done in the next 60 days.

He also mentioned Congress recently past a bill creating a Universal Service Fund. The Fund is set up to provide discounted telecommunication services to schools and libraries in the amount of \$2.2 billion.

He also reported they have hired Paul Peterson, who was previously employed by the Public Service Commission, to lead the charge for the State of Missouri. The position is funded by DESE, the state library and MOREnet,

There are also starting a new project in St. Louis. funded out of the SWBell settlement money in the amount of \$2.7 million over 2 years. Six elementary schools - grades 3-5 (intracity) have been selected for the research project They will be putting OC3s in those buildings and equipping two classrooms in each building with high performance computers. It is called Multi Media Interactive Network Technologies. Kick off will be next week.

ACTION REQUIRED: None - informational

10. Statewide Purchasing Update (Larry Seneker and Cindi Rutherford)

Cindi indicated she had nothing to report at this time. Larry reported that IBM routers can be purchased off the prime vendor contract from GE Capital.

11. Network Consolidation Study (Mike Benzen)

Mike reported the completed study is in the hands of OA. They are consolidating it, but he has not seen it.

ACTION REQUIRED: None - informational.

12. E-Mail Reporting (Larry Seneker)

Larry indicated he had nothing to report at this time. A meeting is scheduled for next week and he should have something to report for the next meeting.

ACTION REQUIRED: None - informational.

13. ITG (David Finch)

Tony Wening indicated he had spoken to Dave Finch and there is nothing to report at present. John Stevenson will be taking over the Chairmanship of the ITG.

ACTION REQUIRED: None - informational.

14. SAM II Update (Jim Schutt)

No one was present to report on this subject. We will add to next month's agenda.

ACTION REQUIRED: None

15. Computer Software (Rise' Williamson)

Rise' distributed a copy of a listing of Surplus software, along with manuals, she will be sending to Surplus Property. She alerted the ITAB that she has old versions of some of these that she is willing to give to anyone who would like to get updates. The updates would be much more reasonable than paying for a new license. These will be retained for several more weeks and will then be disposed of.

Lew asked what the other agencies did with their old hardware. Most of the responses were that they continued using the equipment in field offices and use for check out to use at home.

ACTION REQUIRED: None - informational.

REPORT OF PLANNED/ACTIVE BIDS

No reports.

REVIEW OF ACTION ITEMS

After checking through the action items from last month, it appeared all have been handled or reported on.

OPEN DISCUSSION

Lew announced that anyone interested in the Sterling Software Contract should meet back in this room at 11:00 a.m.

NEXT MEETING

1. The next ITAB Meeting is scheduled for Wednesday, September 24, 1997, at 8:00 a.m. in Interpretive Center of the Secretary of State's office beginning at 8:30 a.m.

Lew Davison
Chairman